

# City & Guilds

## Examination Regulations

~ April 2006 edition ~

The following regulations govern the general conducts of City & Guilds office related examinations. Registered centres should read each point carefully before organizing examinations, and provide this document to enrolled candidates on request. The rules and regulations stated below are subject to revision.

### General regulations

- 1.1. Candidates should sit their examination according to the date, time and venue as stated on the Requisition Form and Candidate Result Entry Form submitted by centre.
- 1.2. Candidates should arrive at least **15 minutes** before the commencement of examination.
- 1.3. Smoking and eating is not allowed in the examination room and waiting room.
- 1.4. Candidates should present their valid Hong Kong Identity Card, passport or other official identification immediate before, during or after the examination. Those who fail to do so will not be allowed to attend or continue.
- 1.5. Candidates should bring their own stationery, dictionary (please refer to next section), calculator and clock. Invigilator has the authorization to examine and reject the use of such utilities immediate before, during and after the examination.
- 1.6. For Shorthand examinations, candidates should bring their own shorthand notepaper.
- 1.7. Candidates should switch off their mobile phones, pagers and other alarming devices. Except those needed for examination, candidates should place all books, notes, manuscripts, papers, electronic dictionaries, personal digital assistants (PDA), mobile phones, pagers, pencil case and other belongings below the desks or chairs. Candidates are strongly advised not to bring with them any valuable item. City & Guilds is not responsible for the loss of any personal property.
- 1.8. NO ONE is allowed to enter the examination room once the examination of the following subjects started:
  - Audio Transcription
  - Chinese Inputting Speed Test
  - English for Office Skills
  - English for Speakers of Other Languages – Young Learners
  - International English for Speakers of Other Languages
  - International Spoken English for Speakers of Other Languages
  - Shorthand Speed

- Spoken English for Speakers of Other Languages – Young Learners
- 1.9. For all other subjects, **NO ONE** is allowed to enter **30 minutes** after the exam started (reading time exclusive).
  - 1.10. For examination with total duration longer than 30 minutes, **NO ONE** can leave in the **first 30 minutes** (reading time exclusive).
  - 1.11. Only candidates and personnel whose presence is required by the examination, and are authorized by City & Guilds, should be allowed in the examination room immediate before and during the examination.
  - 1.12. All candidate worked scripts, tape recordings, practical works carried out under examination conditions are the property of City & Guilds and should not be returned to candidate.
  - 1.13. All question papers, stationery and scrap paper provided, whether used or unused, must be returned to invigilator at the end of examination.

### **Use of dictionary and calculator**

- 2.1. **No dictionary** is allowed in English for Office Skills, International Spoken English for Speakers of Other Languages, and other International Vocational Qualification (IVQ) examinations.
- 2.2. Only **English-English language dictionaries** can be used in International English for Speakers of Other Languages, English for Speakers of Other Languages – Young Learners, and Spoken English for Speakers of Other Language – Young Learners (during preparation period only) examinations.
- 2.3. Except the mentioned subjects, **both English-English language and bilingual dictionaries** can be used.
- 2.4. Shorthand dictionaries can be used in Shorthand examinations.
- 2.5. Electronic dictionaries, personal digital assistant (PDA) and those tools book are not allowed.
- 2.6. Electronic calculators can be used in all examinations provided that the calculators are battery-powered, silent in operation, with neither print-out nor graphic/word display facilities.
- 2.7. Invigilator has the authorization to examine and reject the use of dictionaries and calculators immediate before, during and after the examination.

### **Modern office application examinations**

- 3.1. In the event of machine fault on computer, the affected candidate will be arranged moving to another machine together with his/her floppy disk (if any). In all circumstances, **NO** extra time will be given.
- 3.2. Candidates will be instructed to print their answers at the end of examinations unless early leaving is allowed by Invigilator.
- 3.3. Only **one printout** is permitted. Trial printing is not allowed. Further attempts are permitted only if there is printer fault and approved by Invigilator. This regulation is not applicable on Desktop Publishing and Computerised Accounts examination in which Invigilator would have

special arrangements.

### **Examination misconducts**

- 4.1. Candidate providing false identification will be disqualified. Possessing an identity card relating to another is illegal according to local law. City & Guilds will report to Hong Kong Police Force for any suspects.
- 4.2. Prior to entering the examination room, candidate who acquires any knowledge from any sources of the questions or coupled answers might lead to his/her papers cancelled.
- 4.3. Candidate reading, writing or operating computer before the starting announcement or after the stopping announcement without permission by Invigilator is NOT allowed.
- 4.4. Notes making or typing/commanding on computer during examination reading time (if any) is NOT allowed.
- 4.5. Introducing unauthorized electronic devices, books, manuscripts, papers of any kind during the examination is NOT allowed and might lead to his/her papers cancelled.
- 4.6. Without the permission of Invigilator, candidates should not leave their seats during and after the examination. Candidates who fail to do so might be disqualified.
- 4.7. Examinations are conducted in individual basis. Under this principle, candidate found copying or attempted copying from the papers of other candidate, communicating with person inside or outside the examination room in any form without permission, are liable to have their papers cancelled. If such misconduct involved the assistance from other candidate(s), all involved ones are liable to be disqualified.
- 4.8. Candidates should conform the regulations stated on this Examination Regulations and those examination instructions announced and requested by Invigilator. Candidates who fail to do so might be disqualified.
- 4.9. In cases of misconduct or irregularity, Invigilator is empowered to expel related candidate(s) or personnel from the examination room, when his/her continuing presence would hinder other candidates.
- 4.10. In the event of any serious infringement of regulations by candidate, City & Guilds retains the right to declare the examination and any associated assessment void for all or any of the candidates concerned without refunding examination fees.
- 4.11. City & Guilds reserve the right to make final judgment on every situation. Nevertheless, candidates and centres should be aware of their rights to appeal. Appeals against decisions should be made in writing to City & Guilds as soon as possible.

### **Notice to centres**

- 5.1. All candidate worked scripts, tape recordings, practical works carried out under examination conditions are the property of City & Guilds and should not be returned to centre.
- 5.2. Except the Invigilators assigned by City & Guilds, all other personnel (including centre staff,

tutors, Interlocutors, Readers, Recorders, Specialist Teachers etc) are not authorized to represent City & Guilds. Examination instructions should and only can be announced by the Invigilators.

- 5.3. Interlocutors, Readers, Recorders or Specialist Teachers who get reach of any or all contents of the questions or coupled answers should not disclose to others in any form before, during and after the examination.
- 5.4. Any staff of a centre who wishes to sit an examination should write to City & Guilds, Hong Kong Office in advance for permission. Failure to do so might result in disqualification or make the examination void.
- 5.5. In the event of any serious infringement of regulations by centre, City & Guilds retains the right to declare the concerned examination and any other proceeded examinations void without refunding any examination fees. Further investigation of any such infringement may lead to withdrawal of approved centre status.
- 5.6. City & Guilds reserve the right to make final judgment on every situation. Nevertheless, candidates and centres should be aware of their rights to appeal. Appeals against decisions should be made in writing to City & Guilds as soon as possible.

### **Bad weather arrangements**

- 6.1. All examinations are held as scheduled when typhoon signal number one/three and amber/red rainstorm signal is hoisted.
- 6.2. If at the scheduled commencement time, typhoon signal number eight/ten or black rainstorm signal is hoisted, the examination will be automatically postponed. City & Guilds or related centres will contact affected candidates afterwards for new arrangement.
- 6.3. Examinations scheduled to be commenced **two hours** after the lowering of typhoon signal number eight and black rainstorm signal are not affected.
- 6.4. Once an examination has started, it should continue for the full session unless the physical conditions of the examination venue are considered to be dangerous.
- 6.5. If official observatory made bad weather forecast prior to the examination, centres are advised to contact City & Guilds as soon as possible for contingent plan.
- 6.6. Please contact City & Guilds as soon as possible if your centre has difficulties in arranging examinations under our bad weather policy mentioned above. Request is subject to approval in case-by-case basis. However, arrangements for individual candidates are not accepted.

# 英國城市專業學會

## 考試規則

二零零六年四月版本

以下考試規則規範英國城市專業學會商用資格考試的運作，在安排考試前，註冊考試中心必須細閱各點，並在需要時提供予已報考之考生。本會將對以下內容適時作出修改。

### 一般規則

- 1.1. 考生須依照考試中心遞交的 Requisition Form 及 Candidate Result Entry Form 上之時間、日期及地點出席考試。
- 1.2. 考生須於開考前不少於十五分鐘到達試場。
- 1.3. 試場及等候範圍禁止吸煙及進食。
- 1.4. 考生須在即將開考前、考試期間、或考試後出示有效的香港身份證、護照或其他由官方發出的身份證明文件，否則將不被獲准參加或繼續進行考試。
- 1.5. 考生須自攜所需文具、字典（請參閱下節）計算機及時計，在即將開考前、考試期間及考試後，監考員均有權檢視及拒絕考生使用不適當的用品。
- 1.6. 如應考速記 (Shorthand) 考試，考生須自攜所需的速記筆記簿。
- 1.7. 考生須關掉手提電話、傳呼機及其他響鬧裝置，除考試所需用品外，將書本、筆記、手抄本、空白紙、電子字典、電子手帳、手提電話、傳呼機、筆袋及其他隨身物品放在桌椅下，考生不宜攜帶任何貴重物品進場，如有任何財物損失，本會恕不負責。
- 1.8. 當以下科目的考試正式開始後，任何遲到之考生一論不得進場：
  - Audio Transcription
  - Chinese Inputting Speed Test
  - English for Office Skills
  - English for Speakers of Other Languages – Young Learners
  - International English for Speakers of Other Languages
  - International Spoken English for Speakers of Other Languages
  - Shorthand Speed
  - Spoken English for Speakers of Other Languages – Young Learners
- 1.9. 其他科目之考試，考生於正式開考 30 分鐘後（撇除閱卷時間），不得進入試場。
- 1.10. 若考試時間長於 30 分鐘，考生在正式開考首 30 分鐘不得早退（撇除閱卷時間）。
- 1.11. 只有考生及本會指定需要在場的人員，可在即將開考及考試期間留在試場內。

- 1.12. 在考試環境下考生所作的答題、錄音帶及作業均為本會所擁有，並不會退還給考生。
- 1.13. 不論曾經使用與否，所有本會提供的試題簿、文具及草稿紙均需於考試結束後交還監考員。

## 字典及計算機的使用

- 2.1. 以下科目之考試不可使用字典：
- English for Office Skills
  - International Spoken English for Speakers of Other Languages
  - 其他職業資格考試
- 2.2. 以下科目之考試只可使用英英字典：
- International English for Speakers of Other Languages
  - English for Speakers of Other Languages – Young Learners
  - Spoken English for Speakers of Other Languages – Young Learners (只限預備時間內)
- 2.3. 除上述科目外，英英字典、雙語字典均可使用。
- 2.4. 速記考試可使用速記字典。
- 2.5. 電子字典、電子手帳及工具書一律不可使用。
- 2.6. 電子計算機可在任何考試中使用，唯計算機必須是蓄電池操作、不會在操作時發出聲響、沒有列印設備、沒有文字或圖表或點矩陣展示等功能。
- 2.7. 監考員有權在即將開考前、考試期間及考試後檢查考生備用的字典及計算機是否合適，未經許可，一概不得使用。

## 辦公室軟件應用考試

- 3.1. 若考試期間電腦出現故障，受影響的考生會帶同電腦磁碟（如適用），被安排至另一部電腦繼續考試，唯在任何情況下，均不會給予額外考核時間。
- 3.2. 除非被監考員允許早退離場，一般考生會在考試結束後被指示列印考卷答題。
- 3.3. 考生只可列印答題一次，不可作試驗性的列印，只限於特殊情況下，如列印機故障，而又得監考員批准，方可再行列印。此規則並不適用於 Desktop Publishing 及 Computerised Accounts 考試，期間監考員會作出適當的安排。

## 考試違規事項

- 4.1. 提供虛假個人身份的考生將被取消考試資格，根據本地法例，行使他人的身份證明文件乃違法行為，本會會向警方告發可疑人仕。
- 4.2. 在進入試場前，若考生在任何來源獲知有關試題的內容或相關的答案，其考卷將會被撤銷。
- 4.3. 考生在宣佈開考前或在宣佈結束後，未經監考員許可閱讀試題、作答、操作電腦，均不被允許。
- 4.4. 考生在閱卷時間（如適用）書寫、作記號、在電腦鍵入文字或指令等，均不被允許。

- 4.5. 在考試期間，考生使用任何不被核准的電子器材、書本、手稿、紙張均不被允許，其考卷將會被撤銷。
- 4.6. 考試期間及考試後未經監考員許可，考生不可擅自離開座位，否則將被取消考試資格。
- 4.7. 考試以考生個人的形式進行，在此原則下，考生如被發現或意圖抄襲其他考生的作業、與試場內或試場外其他人以任何形式溝通而未經監考員許可，其考卷將會被撤銷。若違規行為涉及其他考生的協助，所有有關考生將被取消考試資格。
- 4.8. 考生必須遵從此考試規則提及的事項，與及監考員就考試作出的宣佈及指示，否則將被取消考試資格。
- 4.9. 如涉及違規行為的考生或人仕，其逗留會打擾其他考生進行考試，監考員有權要求該人仕立即離開試場。
- 4.10. 如發現考生涉及嚴重的違規事故，英國城市專業學會保留一切權利宣告整節考試的相關、甚或所有考生的考核無效，而且不予退還任何已繳交的考試費。
- 4.11. 英國城市專業學會保留一切權利就所有情況作出最終裁判，然而，考生及考試中心需瞭解其上訴的權利，任何上訴的要求必須儘快以書面形式提交本會。

### 考試中心注意事項

- 5.1. 在考試環境下考生所作的答題、錄音帶及作業均為本會所擁有，並不會退還給考試中心。
- 5.2. 除本會委派的監考員外，其他人仕（包括考試中心職員、導師、Interlocutor, Reader, Recorder, Specialist Teacher 等）一概不能代表本會立場，有關考試的宣佈，必須及只能由監考員發出。
- 5.3. 獲考試中心委派的 Interlocutor, Reader, Recorder 或 Specialist Teacher，由於可能在協助考試期間得悉有關試題的內容或相關的答案，故在考試前、考試期間及考試後，均不得以任何渠道或形式透露予任何人仕。
- 5.4. 任何考試中心的職員如欲參加本會的考試，必須於事前向本會以書面申請及獲本會許可，否則將被取消考試資格或宣告該節考試無效。
- 5.5. 如發現考試中心涉及嚴重的違規事故，英國城市專業學會保留一切權利宣告整節考試、甚或其他已進行的考試無效，而且不予退還任何已繳交的考試費。在深入調查違規事故後，本會或會撤銷該考試中心的核准資格。
- 5.6. 英國城市專業學會保留一切權利就所有情況作出最終裁判，然而，考生及考試中心需瞭解其上訴的權利，任何上訴的要求必須儘快以書面形式提交本會。

### 惡劣天氣安排

- 6.1. 在一號、三號颱風訊號懸掛時，或黃色、紅色暴雨警告發出時，所有考試將如常舉行。
- 6.2. 如在預定開考時間遇八號或以上颱風、或黑色暴雨的惡劣天氣警告，所有考試將自動取消，本會或有關考試中心將另行通知考生延期的安排。

- 6.3. 如考試本安排在訊號取消後的兩小時或以後舉行，該考試將不受影響，並照原定時間舉行。
- 6.4. 如惡劣天氣訊號在宣佈開考後始生效，除非試場存有潛在危險，否則考試應繼續進行直至宣佈結束。
- 6.5. 如氣象部門在較早前已作出惡劣天氣的預測，考試中心宜預先與本會聯絡，為可能發生的情況先定下應變方案。
- 6.6. 如考試中心未能就本會的惡劣天氣安排作出協調，請儘早與本會聯絡，本會將視乎情況作出考慮，唯個別考生的特別安排將不獲接納。